Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Planning
And
Standards

Grant Application

Winter/Spring 2005

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

Definitions:

A. A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B. A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C. An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D. A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E. A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

MISSOURI STATE LIBRARY
Planning and Standards Grant Program
Information & Guidelines
Winter/Spring 2005

What is this grant program?

This grant program provides assistance to libraries of all types to develop and write policies and service plans for purposes of bringing the applicant library into compliance with accepted standards and best practices. Projects can focus on the entire library environment or on specific areas, such as collection development or personnel policies. The project should include participation by library board members (or equivalent others), library staff, and members of the library's community.

Please refer to the standards and guidelines with which your type of library works:

The Missouri Public Library Standards: An Implementation Plan has been distributed to all public libraries and library trustees. It is also available on the main page of the Missouri State Library Web site http://www.sos.mo.gov/library under State Library Special Reports.

Academic Library Standards and Guidelines can be accessed at http://www.ala.org/ala/acrl/acrlstandards/standardsguidelines.htm.

School Media Center Standards can be accessed at http://www.dese.mo.gov/divimprove/curriculum/lmcindex.htm.

How may the grant funds be used?
Planning grants can be used for the costs of any legitimate activities related to policy and service plan development and writing: publicity, research, community meetings, surveys (note: phone surveys are disallowed), focus groups, facilitators, expert assistance, and any other related activities. **Applicants are urged to seek outside assistance with these projects.**

Who may apply?
All libraries meeting the definitions of public, academic, school, and special library as defined in the *Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds* are eligible to apply. See page 2, above.

What amount of funds may be requested?
Each library may apply for grants from $1,500 to a maximum of $15,000.

Are local matching funds required?
No local matching funds are required.

For what will this grant pay?

Eligible expenses include, but are not limited to:
- Training costs for volunteers
- Consultants/facilitators/presenters (limited to fees and expenses)
- Project Director and other personnel hired for or working extra hours on this particular project
- Publicity, mailing, printing costs
- Meeting room rental
- Refreshments for project related meetings, including public forums and focus groups
- Survey costs

Ineligible expenses include, but are not limited to:
- Telephone surveys
- Computer equipment
- Payment of existing staff costs (i.e. using grant funds to pay for the hours a regular staff person spends on planning and implementing the project)
- Collection development acquisitions
- Transportation for field trips
- Vehicles
- Building programs or plans
- Tax levy planning

What guidelines exist for developing the Planning and Standards grant proposal?

The following resources provide good models, but other methods may be used:

Outcomes Based Evaluation: http://www.imls.gov/grants/current/crnt_obe.htm. See Resources on page 3.

Planning for Results: A Public Library Transformation Process (ALA, 1998).

What is the review process?
- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits her recommendations to the Secretary of State.
- Final decision is made by the Secretary of State.

Please Note: No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

   At the discretion of the State Library, the State Library may require that an applicant submit additional information or supplemental proposals to receive an award of grant funds.

What reports are required from the grantee?
Grantees submit a Final Report upon completion of the project. Forms are provided.

Before you apply:
Is your library's cash flow adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
> Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.
Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How this grant will be paid:
Grantees are paid 70% of the total grant amount when sufficient project expenses have or will be accrued to disburse the payment within 30 days of receipt. Allow 6 weeks for payment request to be processed and disbursed by the State Library.

> A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Where and how do I apply?

Please choose your grant cycle from the list below. To be eligible for review, grant applications must be submitted to the State Library by the Application Deadline. Only completed application forms from eligible institutions will be reviewed.

Application Deadline: March 15, 2005 (postmarked or hand delivered)
Project Grant Period: May 1, 2005 through August 31, 2005

Application Deadline: July 1, 2005 (postmarked or hand delivered)
Project Grant Period: September 1, 2005 through December 31, 2005

Application Deadline: October 25, 2005 (postmarked or hand delivered)
Project Grant Period: January 1, 2006 through June 30, 2006

Mail completed application forms to:
Kay Callison, Grants Officer, LSTA
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City, MO 65102-0387

For further information, contact:

Michaela Hansen, Library Administration Consultant
Missouri State Library, Library Development Division
Telephone 573-751-0158 or (in Missouri) 800-325-0131.
E-mail: michaela.hansen@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA Standards and Planning Grant
Application Instructions
Winter/Spring 2005

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed or printed in black ink.
- Type or print clearly. The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part III—Narrative is to be typed double-spaced on plain sheets, with the library's name and a page number at the top of each sheet. Attach this narrative to the back of the application form.
- Part IV ---Signatures – **use blue ink** -- must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Paper clip your complete application together. Do not use binders, folders, notebooks or staples.

ITEMIZED INSTRUCTIONS

Part I
Project number -- Leave blank.

Name of library -- Give the official, legal name of the library, plus Federal Tax I.D. # (TIN) or Missouri vendor i.d. #, if different.

Project Director-- Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

Project Title -- Provide a brief title for your project.

Total population of legal service area –
    Public Libraries: Using the latest available census figures, give the population of the legal service area for all participating agencies. The Missouri State Census Data Center Web site may be found at: http://mcdc2.missouri.edu/index.shtml.
        School and Academic Libraries: Institutional population
        Special: Number of members or users

LSTA funds requested -- Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project Description – Using the space provided, write a synopsis of the project, including all essential elements from the project narrative. Think of this as the who, what, why, when, where and how of the proposed project. Be sure to include your desired outcomes/goals – changes in

skills, behaviors, attitudes, knowledge, or status (life circumstances). *Example: By creating a collection development and implementation plan for the Perche Creek Public Library based on a reliable community needs assessment, library staff will have a tool to increase library usage* (changes in behaviors, possibly attitudes)*, and enhance/increase patrons' knowledge and/or skills in their chosen areas of interest* (changes in knowledge, skills, and perhaps life status).

Part II -- Project Budget Page
1. **Personnel**
    - ***Project Director*** -- Report total as salary or hourly wage, as you prefer, and **itemize** (e.g. 20 hours per week @ $10.00 per hour x 6 weeks = $1,200.00). Remember guidelines -- you may hire a project director, or add to a part time staff person's duties, but grant funds may NOT be used for that portion of an existing, full time staff person's salary which s/he devotes to this project.
    - ***Facilitator/presenter/trainer(s)*** – **Itemize** (e.g. 3 days @ $100.00 per day = $300.00). Report as hourly wage or flat fee, depending upon your agreement with the person(s).
    - ***Consulting Firm or Consultant*** -- Include here as one line item, **but attach an itemized statement of the basis for the fee,** and explain the consultant's activities in Project Narrative.
    - ***Other*** -- include here clerical help, etc., if hired just for this project, or duties and hours added on to a part time staff person's work load for this project. Itemize as illustrated above and identify (clerical, bookkeeping, etc.).

2. **Travel**
    - ***Transportation*** -- Itemize by type, e.g. ground, air, train. If mileage involved, reimburse at federal rate of .345 per mile. Include any parking fees, shuttle service, taxi fares.
    - Lodging – Itemize (e.g. 2 rooms @ $60 each x 4 days = $480.00).
    - Food -- Totals only.

3. **Materials and supplies**
    No need to itemize. Include flip charts, folders, name badges, markers, film, etc.

4. **Publicity** -- describe and itemize.

5. **Space rental** -- Itemize (e.g. 1 room x 4 meetings @ $50 each).

6. **Other** -- Itemize
    - Include photography costs, other postage, other photocopying, long distance phone, equipment rental, other contracted services (e.g. you hire a firm to conduct or mail out your needs assessment survey, or evaluation), or any other allowable expenses not covered above.

7. **Local funds** -- itemize as needed (e.g. refreshments = $100.00).

8. **Total** – the sum of all line item subtotals, plus any local funds, must agree with the totaled amount on page 1 of your application.

Remember:

1. Round all figures to the nearest whole dollar.

2. Check your math! Make sure all Subtotals agree with itemized lines, that the Total is correct, and agrees with Awarded Funds and Local Funds Total on Application page (1). Libraries awarded project funds will have the authority to move up to $300 within or between line items in their **final** approved project budgets.
3. LSTA funds may not be used for administrative overhead, door prizes, incentives, or any type of gift to presenters, participants, or libraries.

Budget Explanation:
Attach a one page budget explanation, as needed, to justify any expenditures within your project budget.

Part III — Narrative
This is the most important part of your application. Attach additional sheets with your responses to the following questions and requests for specific information. Please answer in the order given and head each response with the number and question/request as stated below. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Include within the body of the rest of the application, following the project budget. Do not use binders, folders, notebooks or staples. Type and double-space.

Project justification and fulfillment:

1. What need(s) for your library and community will this project address?

2. How will this project move your library closer to meeting standards?

3. Name, describe and explain the purpose/role of the resources your library and community will contribute to the project.

4. Name, describe, and explain the purpose/role of the outside resources you need to successfully complete the project.

5. Name, describe, and explain the purpose of the activities and methods you will use to complete the project, including publicity and promotion.

6. Provide a timeline of project activities.

Project evaluation:

Present at least a tentative plan and method to determine if and to what extent your project has met its desired outcome(s), or goals. Please think in terms of changes in skills, attitudes, behaviors, and knowledge.

Note: Assistance in preparation of an evaluation tool(s) may need to be part of your project proposal, and that is acceptable. If so, explain that here. Remember, an effective evaluation plan must consider the following:

- What impact(s) will the results/product of the project have on your service delivery? For example, *implementation of the collection development policies this project produced will*

result in more cost effective acquisitions because we will buy books and materials that reflect the expressed needs and desires of our community.

- What differences or changes in your community do you intend or expect to see from implementation of the project? *If we buy books and materials that reflect the expressed needs and desires of our community, library usage will increase.*

- How are you going to measure whether and to what extent you were successful? Include in your attachments any evaluative work samples you have already developed pertaining to this particular project.

Part IV ---Signatures

Signature of Library Director —The application must be signed by the administrative head of the library, i.e. the library director. **Use blue ink.**

Signature of Library Board President or other Authorizing Official —The library board president, or other authorizing official (e. g. school principal, school board president, Chief Fiscal Officer) must sign the application form. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board or comparable other understands and approves the intent of the grant and will allow the designated project director to oversee the project. **Use blue ink.**

Part V---Attachments

If you are hiring expert help in any capacity – facilitators, consultants, market researchers, or any appropriate other category -- attach resumes or business equivalents establishing their credentials for assistance in this project. **Note: You MUST itemize these kinds of fees on the budget page. Is it an hourly rate they are charging? Daily? Other? Add a budget explanation page if necessary.**

Missouri State Library
LSTA Planning and Standards Program
GRANT APPLICATION FORM
Winter/Spring 2005

Project # _____

Please print (using black ink) or type.   State Library use only

PART I:

Name of library: _____

Federal Tax I.D. #

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____   Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/phone of project director: _____

Project title: _____

Total population of legal service area: _____

LSTA funds requested: $_____
Local funds to be used (optional) $_____

                              Total $_____

Project Description (do not exceed this space):

You must use <u>this sheet</u> as page 1 of your application!

Part III -- Project Budget Page – See itemized instructions

Personnel	Itemize	Cost
Project Director (include taxes & benefits as applicable)		
Facilitators/presenters/trainers		
Consultant/Consulting Firm	**Attach itemized statement for fee**	
	Subtotal	

Travel	Itemize	Cost
Transportation		
Lodging		
Food	Total cost only	
	Subtotal	

Materials & Supplies		Cost
	Total cost only	
	Subtotal	

Publicity		Cost
Printing & photocopying (including pre-print production)	Total cost only	
Postage	Total cost only	
List rentals & fulfillment	Total cost only	
Advertising	Total cost only	
Other		
	Subtotal	

Space rental	Itemize	Cost
	Subtotal	

Other	Itemize	Cost
	Subtotal	

Local Funds	Itemize	Cost
	TOTAL	

PART IV: CERTIFICATIONS AND SIGNATURES

ATTENTION: You must use <u>Part I and Part IV as the first and last pages of this application unless you have attachments! If you have attachments (Part V), include them at the end of this application, after this page.</u>

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____
Typed name of Library Director

_____
Typed name of Library Board President or
Authorizing Official

_____
Signature (use blue ink)

_____
Signature (use blue ink)

_____
Date

_____
Date

Mail completed applications to:
     Kay Callison
     LSTA Coordinator/Grants Officer
     Missouri State Library
     600 West Main Street, P.O. Box 387
     Jefferson City, MO 65102-0387

Applications must be submitted by:
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Project Grant Period: January 1, 2006 through June 30, 2006

Projects must be completed by the end of the grant cycle

For State Library use only:

_____ Approved   ____ Not Approved $_____Amount Awarded

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